

HOSTING EVENTS IN CAPE TOWN: An Events Permit Guide



EVENTS PERMIT OFFICE

The City's Events Permit Office will facilitate and co-ordinate the application and approval/rejection process for the staging of events and liaise with the City's Directorates and Departments on an ongoing basis.

The Events Permit Office does not approve/reject events. This will be done via the City Strategic Events and City Events Operational Co-ordination Committees. Each event application will be considered on its own merit according to the City's strategic objectives, legal and operational requirements.

The Events Permit Office co-ordinates the City's strategic and operational requirements and needs with regard to Events and strives to accommodate these as far as possible.

The City's Events Permit Office will maintain a calendar of Events for the City based on events applications received, those received as inputs from various Council Departments, as well as those received from other events stakeholders, for example the Convention Centre, Waterfront and other spheres of Government.

The City's Events Permit Office will issue a permit with appropriate conditions for an Event, once the City Departments have advised the Events Office and approved the event and the relevant conditions.

OVERVIEW OF APPROVALS NEEDED

When an event permit is required

An event application will be required for an event consisting of more than 50 persons where there is amplified sound or a temporary structure to be used. However, the city may determine whether the impact and risk attached to an event of fewer than 50 persons would require the submission of an application for an event.

EVENTS APPLICATION REQUIREMENTS

- A formal Application including the name and contact numbers of the organizer, providing as much information as possible and
- An Event Plan including at least the following information:
 1. Description of Event:
Type of event: International, National, Local
 - Date
 - Duration
 - Locality
 - Venue

- On or near Key point/s or Restricted Area
 - Anticipated number of spectators
 - Participants attending event (including President/VIP/Artist)
2. Event Program (full details and times, plus contact details for person responsible for each aspect of event)
 3. Layout of event:
 - Stages
 - Marquees
 - Fencing
 - Crowd Barriers
 - Vendors
 - Catering
 - Lockdown
 - VOC Location
 - Ticket Selling Booths
 4. Traffic Management Plan
 - Road closures (and times)
 - Parking areas
 - Route Plan (if applicable)
 - Emergency Access Routes
 - Emergency Vehicle Parking Areas
 5. Emergency Plan:
 - Medical Plan
 - Security Plan
 - Departmental Emergency Response Plan
 - Evacuation Plan
 - Facility Emergency Plan
 - Civil Aviation Application, if applicable
 6. Vendors / Caterers
 - List of details
 - Use of LP Gas
 7. Health requirements:
 - Vendor Licence
 - Food integrity
 - Certificate of Acceptability
 - Tobacco Control
 - Ablution Facilities and/or Mobile Toilets
 8. Completed Application forms for
 - Liquor Licence/s

- Noise Exemption (including public participation)
 - Erection of Stages/Marquees
9. Services Requirements
- Electricity
 - Water
 - Waste Management Plan
 - Prior arrangements for cleaning venue
 - Bins
 - Receipt slip from landfill site (post event)
 - Transport, Roads and Stormwater
10. Event Communication Plan
- Ticketing Strategy
 - Medical Plan
 - Accreditation Strategy
 - Any specific requirements
11. Environmental Protection Plan
12. Community Participation Plan
- Contact with Councillor/s
 - Contact with Community/Residents Organisations/Association
 - Residents/Business/Community Consultation.
13. Indemnity forms
- Indemnity form
 - Public Liability insurance confirmation letter

EVENT APPLICATION PROCESS

- An event application should be submitted to the Events Permit Office (EPO) a minimum of 3 weeks in advance (*see Annexure A for detailed time frame*) via fax, email or hand delivery.
- A detailed event plan and route/ layout plan should accompany your events application form.
- A Waste Management Plan should accompany your events application form.
- Where applicable, a Temporary Signage Application should accompany your events application form.
- For marquee's or any other temporary structures, the building development forms (included in the events application pack) should be submitted to the Building Development Managements office for approval, with a copy to the events office.
- All vendors to supply a copy of their Informal Traders License and all food vendors to submit a Certificate of Acceptability (COA) issued by the Health Department as well.
- Event venue's are to be secured prior to submitting the application form to the EPO. Please note that the EPO does not lease venues.
- Once application has been received by EPO, it gets sent to the various services involved for their comments/ approvals/ requirements.
- Once all approvals and conditions have been received, an event permit will be issued.

EVENTS SERVICES AND INSTITUTIONAL ARRANGEMENTS

In order to support the City's strategic and operational events processes, as well as the safe management of events in the city, the City will within its legislative and functional framework and mandate:

- support events in line with the City's legal framework and strategic objectives.
- ensure all events, no matter what size are successfully and safely managed.
- ensure compliance with the range of City Departments' legal requirements procedures and standards.
- work and co-ordinate with the national and provincial spheres of government with regard to events.
- work with external stakeholders and partners with regard to events.
- provide structures and processes to simplify the activities around the consideration of the staging of events and their approval in the City of Cape Town.
- implement standardised structures and processes for the staging of events City-wide as well as payment for City services.
- promote the responsible and sustainable consumption of natural resources.

EVENTS OPERATIONAL REQUIREMENTS

The timeous provision of the complete information will support and assist with the processing of the application, the approval processes by the range of City Departments, the consultation process and compliance with legislative requirements in order to ensure an event is managed and held safely.

Consultation

As each event is unique and considered on its own merits, consultation will vary according to the different type, size and impact and related factors

- The City will advise the Applicant, Event Organiser and/or Venue Manager/Owner on the consultation process to be followed for the event application. For example, for a large or very large or high impact event, the City may require that the Events Organiser inform communities and businesses within a defined timeframe, advertise in local community newspapers and provide accessible contact numbers for contact during an event.
- The City's events processes will include consultation as part of the required current legislative requirements e.g. as part of a Temporary Land Use Departure application and as part of a Noise Exemption application, use of a park or road.
- Where consultation around an event is required, the City will consult with Councillors (e.g. Sub Council Chairpersons and/or Ward Councillor/s) in the first instance and with communities and businesses through the Residents and Ratepayer's Associations and Business Associations.

Noise

- An event may require approval from the City of Cape Town through the granting of a Noise Exemption Certificate.
- The City will advise on whether the event needs to obtain this approval and the consultation process to be followed as part of the approval process.
- Once the consultation process is complete, certain conditions and restrictions are given relating to the granting of the exemption including, but not limited to, times of the event and equipment. The

Event Organiser must sign off and agree to abide by the conditions stipulated by the City of Cape Town.

- In the instance that approval of a Noise Exemption Certificate is required, the City of Cape Town will not issue an events permit unless it has confirmation that the Events Organiser has signed off and agreed to the noise exemption and conditions.
- If the conditions related to the noise exemption are not adhered to by the Event Organiser, in terms of the Noise Regulations and the Events Policy and By-Law, action may be taken by the City against the Event Organiser and/or Venue including but not limited to: the withdrawal of the noise exemption; compliance instructions; a fine; penalty, letter of non-compliance and retention of a record of non-compliance.

EVENT APPROVALS PROCESSES

- The City's Strategic Events Committee will advise on strategic events and processes in the City and review and evaluate proposals for strategic events and registered events based on strategy, priority spacing and resources in alignment with the City's Event Evaluation criteria
- The Events Operational Committee can approve or reject an application for the staging of an event for various reasons.

During the approval process, the Events Operational Committee will consider at least the following aspects:

- a) Alignment with the City's strategic and Events Policy objectives and Events Evaluation criteria;
- b) Adherence to the City's policies, legislation and By-Laws;
- c) The impact of the event on the surrounding area/community/environment;
- d) The impact of the event on the transport network;
- e) Safety and risk management in relation to the event;
- f) The impact of the event and other events planned and approved in the City;
- g) The previous event history of the event, event organiser and/or event venue

Small Events:

- Small/low impact events will be directed to the relevant City Departments for review, comment and approval with conditions.

Medium or Larger Size Events:

- If the event is of medium size or larger, will have a high impact or be of a type, length/duration, planned for an event location/s or venue/s or involve preparation or planning which requires the City's consideration it will be reviewed by the Events Operational Committee. Depending on the event, this may take the format of:
 - a) a simple review without the applicant present or
 - b) a pre application meeting followed by an application or
 - c) a full presentation and/or
 - d) on-site visit/s and/or special operations meetings as needed.

Events Rejection, Approval and Permits

- The Events Operational Committee can reject applications for the staging of events on the following bases, including, but not limited to:
 - a) Event application or Event Plan not submitted timeously.
 - b) Event application or Event Plan incomplete.
 - c) Event Plan not completed and submitted for approval.
 - d) Event Plan submitted but not approved.
 - e) Organiser or any party involved in staging the event has a previous record of non-compliance.
 - f) Sufficient Law Enforcement (including Metro Police, Traffic Services, Law Enforcement, SAPS and/or emergency services) attendance is not possible.
 - g) Impact on the transport network is unacceptable.
 - h) Impact on the venue precinct will be unacceptable due to repeated use of venue, location or place for events.
 - i) Impact is out of proportion to the benefits of the event to the City.
 - j) Nuisance, health and noise concerns are not satisfactorily addressed.
 - k) Failure to comply with any relevant legislation or City Policy or directive.
 - l) Notice given in terms of National, Provincial or Local Legislation or operational requirements.
 - m) Where overwhelming objections have been received by a range of stakeholders to the event taking place.
- Submission of an event's information, an application, plan or booking of a venue does not mean the City of Cape Town has approved the event.
- Approval of the event is achieved through the issuing of a permit by the City of Cape Town.
- The City of Cape Town reserves the right to refuse an event.
- Events may not proceed without receipt of a City of Cape Town Events Permit and the permit must be kept by both the Events Organiser and the Event Venue and be available for scrutiny at all times.
- Should an event proceed without a City of Cape Town Events permit, the event is deemed illegal and the City of Cape Town may take appropriate action to address the non-compliance. This may include the recovery of or claim for costs of services provided by the City of Cape Town.
- The Event Organiser can appeal against a decision where his/her application to hold an event has been declined by lodging the appeal in writing with the City Manager within prescribed timeframes. The appeal will be considered and decided within defined timeframes. Before an appeal is lodged, the parties involved must attempt to resolve any concerns and/or conflicts.

ANNEXURE A

Size	Category-Attendee/Participation Size	<u>Minimum Time Before An Event To Submit An Application To The City *</u>	<u>Minimum Time For The City To Respond To An Applicant For Staging An Event</u>	<u>Appeals To Be Lodged By Applicant With City Within</u>	<u>Appeal To Be Decided By City Within</u>
Small	50 - 2000	15 working days (3 weeks)	10 working days (2 weeks)	24 hours of receipt of written notice from the City indicating failure to resolve conflict	24 hours of receipt of written notice of appeal
Medium	2001 – 5000	20 working days (4 weeks)	15 working days (3 weeks)	48 hours of receipt of written notice from the City indicating failure to resolve conflict	Within 48 hours of receipt of written notice
Large	5001 – 10 000	25 working days (5 weeks)	20 working days (4 weeks)	48 hours of receipt of written notice from the City indicating failure to resolve conflict	Within 3 working days
Very Large	10 001 – above	60 working days 3months (minimum, 6 months ideal)	40 working days (2 months)	48 hours of receipt of written notice from the City indicating failure to resolve conflict	Within 5 working days

NOTE:

1. Events of fewer than 50 persons where there is no amplified sound or no temporary structures to be used need not submit an application. However, the City may determine whether the impact and risk attached to an event of fewer than 50 persons would require the submission of an application.
2. Note this excludes any specific or special application directives which the City may issue from time to time, which may vary by event type, risk, size, the time of the year, duration, venue or location (for example over the festive season or public holiday or related to a type of event or specific venue/location) or impact on the transport network or any other City activity.
3. The timeframes do not include events applications where a land use planning approval is required i.e. where an event is to be held on land which is not appropriately zoned. In such instances, the time frames for a very large event will apply.

4. Any event which involves an application for a temporary land use departure and where the departure has not been granted must follow the appeal process as outlined in the Land Use Planning Ordinance, 1985 (Ordinance No. 15 of 1985)

5. If an event includes food vendors, a minimum of 15 days will be required if food vendors need to apply for licenses and Certificates of Acceptability.